Research Grants Management System
Assigner Processes Quick Reference Guide
Part 5. Monitoring Invitations to Potential External Assessors
Target Audience – Assigners Academy
Version 1.0 – 15 February 2017
MONITORING INVITATIONS TO POTENTIAL EXTERNAL ASSESSORS

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1. Introduction

IMPORTANT NOTE:
The material in this Quick Reference Guide (QRG) is intended to complement other QRGs for Assigners and the RGMS User Guide – Assigner Processes 2017, available under the Assigner Resources section on the RGMS Training Program page of the NHMRC Website.

Support:
Further information and assistance with Assigner processes is available from the Assigners Academy Team via email or from NHMRC’s Research Help Centre (RHC) by phone between 9am and 5pm AEST/AEDT Monday to Friday.

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:academy@nhmrc.gov.au">academy@nhmrc.gov.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>1800 500 983 (or +61 2 6217 9451 for international callers)</td>
</tr>
</tbody>
</table>

IMPORTANT NOTE:
NHMRC encourages inviting Overseas External Assessors (OSEA) to review an application. Before inviting assessors residing overseas – including New Zealand – please note that conditions applying to an OSEA are different from conditions that apply to an assessor residing in Australia:

- An OSEA DOES NOT use RGMS to complete an assessment, instead completing an offline assessment template which is then emailed to nhmrc.overseasassessments@nhmrc.gov.au
- NHMRC staff will upload completed OSEA assessments into RGMS.
- Please do not instruct an OSEA to open an account in RGMS. An OSEA should not open an RGMS account for the sole purpose of submitting an assessment. An OSEA will not be granted a new account in RGMS.
- Even if an OSEA appears to have an RGMS account, it cannot be used to complete an external assessment. An OSEA profile in RGMS is incompatible with the external assessment process.
- Assigners CANNOT accept an invitation on behalf of an OSEA in RGMS. Forward all OSEA correspondence indicating acceptance to nhmrc.overseasassessments@nhmrc.gov.au
- For clarification on matters regarding an OSEA, see the Assigner Processes Quick Reference Guide Part 4 – Inviting Overseas External Assessors (OSEA) or the RGMS User Guide – Assigner Processes 2017 under the Assigner Resources Section on the RGMS Training Program page of the NHMRC Website, or contact nhmrc.overseasassessments@nhmrc.gov.au
2. Monitoring External Assessor (EA) Progress for Multiple Applications

How to Navigate

From the RGMS Home Page, complete the following:
- Select Assigners tab>Quicklinks for Assigners >One of the last three links (all three open the same page).
- The Assigner Application List page opens.

What it looks like

By default, the Assigner Application List page displays applications for which you are responsible, sorted by application number. The columns on the centre-right provide a status summary of your applications.
How to Navigate

You may find it convenient to arrange the data differently. For example, you may wish to know how many of your applications have not yet had any invitations accepted. Click on the title of the *Accepted* column and RGMS re-sorts the data from low-to-high, by the number of accepted invitations.

Click on the title of the *Accepted* column again to re-sort the data from high-to-low. This table can be sorted by any column, high-to-low or low-to-high, as suits your needs.

### What it looks like

<table>
<thead>
<tr>
<th>Application Team</th>
<th>Invitations</th>
<th>Resend</th>
<th>Accepted</th>
<th>Completed</th>
<th>Declined</th>
<th>Overdue</th>
<th>Cancelled</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIA - Associate Professor</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>2</td>
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<td>2</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CIC - Associate Professor</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
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<td>CIA - Professor</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>CIB - Professor</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
3. Monitoring EA Progress for a Specific Application

How to Navigate

From the RGMS Home Page, complete the following:

- Select Assigners tab>Quicklinks for Assigners >One of the last three links (all three open the same page).
- The Assigner Application List page opens.
- Open the required application by selecting either the Properties icon or the Application hyperlink.
- The Assigner Application: General – Properties page opens.
- Under the Properties tab, select the Assignments link to open the Assigner Application: Assignments Properties page. The Assigner Application: Assignments Properties page is the starting point for all subsequent instructions in this guide.
The Assigner Application: Assignments Properties page opens. This page provides a status of each EA and OSEA assigned to the application, as well as a summary-at-a-glance of each invitation.

### How to Navigate

- **Status Filter** – By default, all options are selected. Click different options to toggle on/off and then select **Filter** to change the display.

### What it looks like

- **Indicates OSEA or no RGMS account**
- **Yellow** – Invitation sent but no reply
- **Blue** – Declined or Cancelled
- **Green** – Invitation Accepted
- **Grey** – Invitation ready but not sent

### Invitation categories by Date and Status

#### Totals

- **Completed Invitations**
- **Cancelled Invitations**
4. Extending the Due Date for External Assessments

**IMPORTANT NOTE:**
The login profile of Assigners Academy members allows Assigners to extend the due date of external assessments.

How to Navigate

From the Assigner Application: Assignments Properties page, click on the Last Name of the EA for whom you wish to extend an assessment due date.

What it looks like

The Assigner Application: Assignment Properties page opens. Review the Assessment Must Be Completed By date. RGMS will not process an extension past this date.
How to Navigate

Select the Calendar icon. A Calendar appears in a pop-up window. Click on the appropriate Date to assign a new deadline to the assessment.

Select Save and Return to register the extended due date for the assessment in RGMS.